

Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the closure of my university account due to personal circumstances that have made it difficult for me to continue my studies.

My personal information is as follows:

Student ID: [Your Student ID]

Program: [Your Program of Study]

Enrollment Status: [Your Enrollment Status]

Due to [briefly explain personal circumstances, e.g., health issues, family obligations], I am unable to maintain my enrollment and therefore wish to close my account.

Please confirm the closure of my account and any necessary steps I need to take. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]